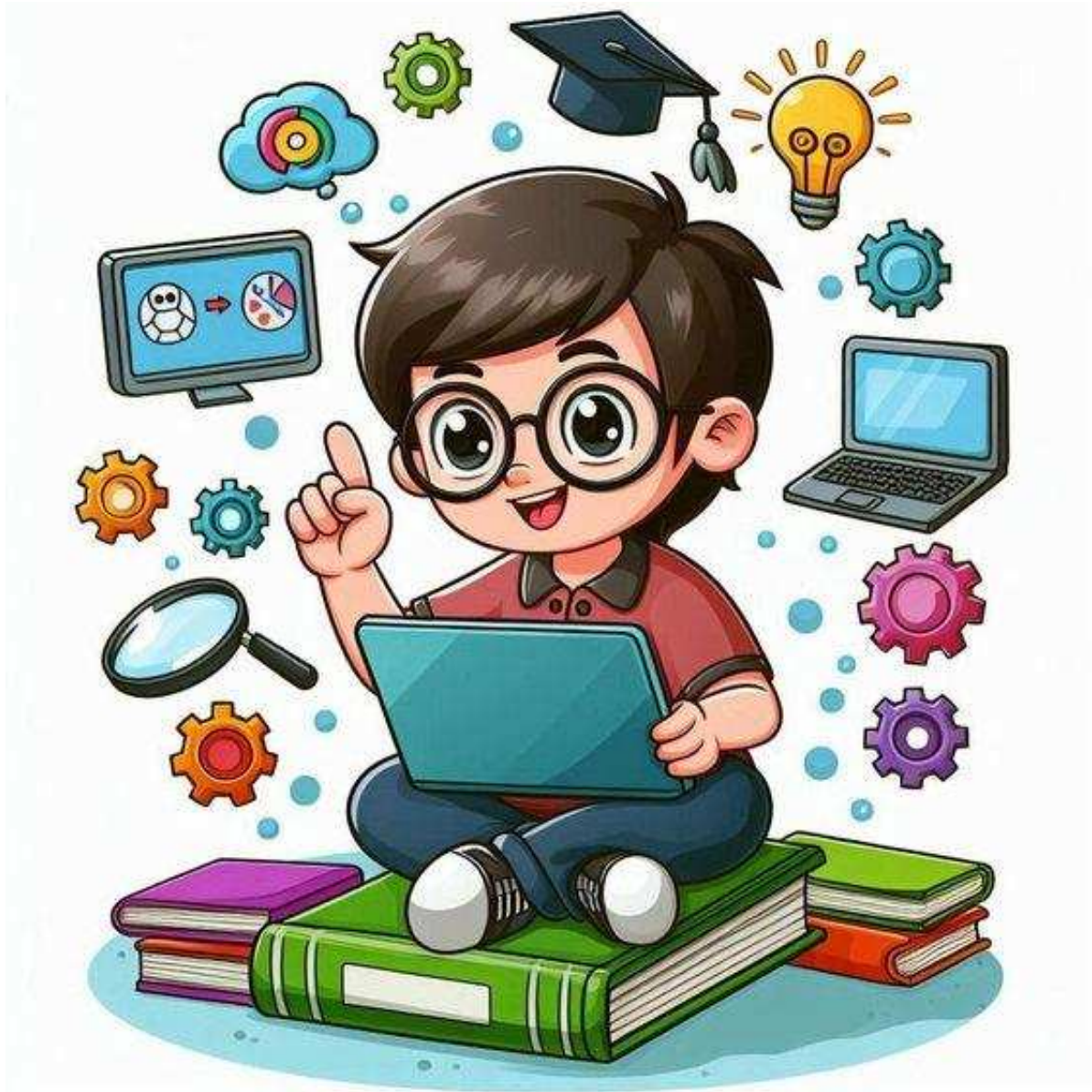


Geel 2000 language school

1.C.T.



Booklet for Grade.5

First Term
2025\2026

Name :

Class:

Lesson 1

“Computer Accessories”

1. Some of the computer accessories



◆ Flash memory:

Used to transfer files and data between computers

◆ Ethernet cable:



A cable that connects a computer or laptop to a router

◆ Router:

a device that connects a Computer to the internet via Wi-Fi or ethernet



◆ Ethernet port:



connects an ethernet cable; ethernet is more stable and faster than Wi-Fi

◆ External Hard Drive:

Like an HDD but much faster



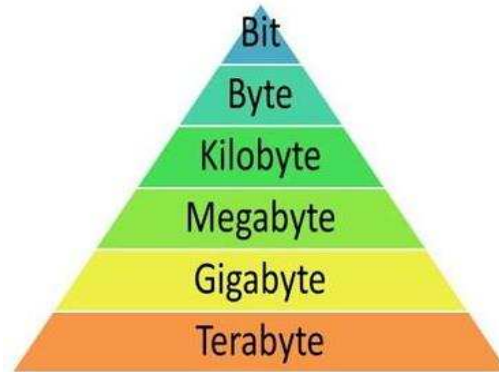
◆ HDMI (high-definition multimedia interface):



a cable that transmits audio and video from/to devices

2. Units of measurement:

- **Bit** : the smallest unit of data
- **Byte (B)**: 1 byte = 8 bits = 1 character; the word 'cat' has three letters and would need three bytes.
- **Kilobyte (KB)**: 1,024 (B)
- **Megabyte (MB)**: 1,024 (KB)
- **Gigabyte (GB)**: 1,024 (MB)
- **Terabyte (TB)**: 1,024 (GB)



- **Mbps**: **megabits per second**; measures the speed of **a network** or **internet connection** (the faster the speed, the better).
- **GHz (Gigahertz)**: measures the number of **cycles your CPU carries out per second**; the higher the number, the faster the speed.

3. Potential computer problems and solutions

Problems	Potential reasons	solutions
1- Trouble processing large files, like a big PowerPoint presentation	Not enough graphics storage	Shut down some programs.
2- Not able to store files	Not enough space	move old files to an external drive
3- A poor video-conference connection	Slow wireless internet connection	Try an Ethernet connection.
4- Home internet connection not working	connection interrupted	use Ethernet or contact ISP.

Homework (1)

Q.1: Choose the correct answer:

- 1) is used to restore or to transfer files and data between computers.
 - a. HDMI
 - b. CPU
 - c. Flash memory
- 2) is the same as a hard disk drive, but it runs faster.
 - a. External hard disk
 - b. Flash memory
 - c. Router
- 3) is a device that connects a computer to the internet via Wi-Fi.
 - a. Ethernet cable
 - b. Router
 - c. Ethernet port
- 4) A measures the number of cycles your CPU carries out per second.
 - a. Gigahertz
 - b. Mbps
 - c. byte
- 5) Which problem would you use Ethernet cable to solve?
 - a. Not able to store files.
 - b. A poor video-conference connection.
 - c. Trouble processing large files.

Lesson 2

“Networks”

Networks: are groups of people or things that are connected to each other for a common purpose.

You bond and communicate with each other, sharing support and experiences. Similarly, computer networks connect computers with each other, to share important information and data.

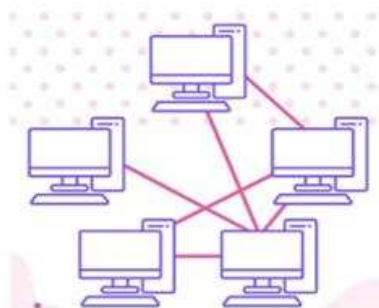
You may have your own personal computer network at home. If you have a computer connected to another computer or device, such as a printer or router, then you have your own personal Local Area Network (LAN).



network



LAN



computer networks

What is the Internet?

The internet is a network that connects computers, and the people using them, from all around the world.

What is an intranet?

It is another type of network.

Unlike the internet, it is private and restricted to only those that are parts of the business, school, or organization that it is connecting.



How to connect your computer to the internet?

To connect your computer to the internet, you need a gateway, such as a router, which connects your computer to an ISP (Internet Service Provider), such as the internet service provided by Egyptian companies to citizens.



Gateway means access to something

What is the World Wide Web (WWW)?

The World Wide Web (WWW) is part of the internet network, made up of web pages that people can navigate.



The Egyptian Knowledge Bank is on the WWW, available for free to all Egyptians who register on the site.

Closed networks

A school's computer lab could have its own closed computer network. Some networks described above are open and accessible to all. A closed network, such as one in a computer lab, may only have computers linked by cables to allow for file sharing.



Cable: a long connector that transmits data or power between devices; example: ethernet cable.



Homework (2)

Q.1: Complete the missing parts using the words between the brackets:

(WWW-Router - ISP - LAN- EKB)

- 1- enables you to connect your laptop to the internet.
- 2- consists of one computer connected to a printer or a router.
- 3- is the internet service provided by Egyptian companies to citizens.
- 4- is available for free to all Egyptians who register on the site.
- 5- consists of web pages linked to each other using hyperlinks.

Q3: Mark true (✓) or false (X):

- 1- An Intranet is a network that connects computers, and the people using them, from all around the world. ()
- 2- The Internet is restricted to only those that are parts of the business, school, or organization that it is connecting. ()
- 3- The WWW is a gate used to connect a computer to the internet. ()
- 4- A gateway is a gate used to connect a computer to the internet. ()
- 5- WWW is short for World Wide Web. ()

Lesson 3

“Digital communication tools”

Uses of computer networks and the internet (For people):

We **communicate** using computers or mobile networks to:

- 1- Send a text.
- 2- Buy something.
- 3- Take an online class.
- 2- Download or upload a video
- .5- Use an app or program.

-For Businesses and Organizations:

They use networks every day to **share** information through:

- 1) Closed networks to share private information.
- 2) Open networks to share public information.

The Internet of things (IOT)

It consists of devices connected to the Internet via Wi-Fi, which you can control remotely.



Such as **Bluetooth** speakers and **digital home appliances**

(refrigerator - washing machine) through one of the specialized applications.



Bluetooth, A network technology that connects wireless mobile devices over **a short range** to form a network to transmit data between different devices.

Computer networks give people of determination more independence, both at home and in public. This independence helps them to **save money and time**. It also helps to **increase their confidence levels**.



Advantages of using networks for people of determination:

- Bluetooth speakers
- Screen Readers: Helping people of determination who are visually impaired in -writing research papers and homework and accessing files and documents on the computer
- Braille: helps the visually impaired and blind to read.
- E-commerce: buying and selling through the Internet.

Homework (3)

Q.1: Mark true (✓) or false (X):

1. The internet is a networking technology that connects wireless mobile devices over a short range to form a network to transfer data between different devices. ()
2. Braille makes it more difficult to read for people of determination. ()
3. ICT tools help people of determination do their daily tasks easily. ()
4. No home appliances can connect to the internet. ()

Q.2: Choose the correct answer:

1. Organizations use computer networks to share private information.
a. open b. closed c. public
2. The consists of devices linked to the internet via Wi-Fi.
a. CPU b. IOT c. DSL
3. is a networking technology that connects wireless mobile devices.
a. Bluetooth b. Ethernet cable c. Router
4. The consists of household devices that are connected to Wi-Fi.
a. Bluetooth b. Internet c. Internet of Things
5. Visually impaired people can use for doing their homework.
a. braille b. screen readers c. Zoom

Lesson (4)

Internet connection problems and solution

Common problems with network connections and how to solve them

Fred Hiebert uses Word, Excel, and PowerPoint to make presentations about his discoveries, as well as email and video conferencing to share them with colleagues. While using these programs, he can face many problems related to the device he's using or its software, or to a weak or interrupted internet connection..

Troubleshooting: Steps sorted logically to help solve problems.

• Problem-Solving [troubleshooting]:

- 1- Identify the problem: is the problem in the computer components or the software? Did you make any mistakes?
- 2- Think differently: think about all possible ways you can follow to solve the problem and plan for it.
- 3- Study all possible solutions: try to figure out all solutions and try them one-by-one until one of them succeeds, or reach the last solution without solving the problem.
- 4- Did any solution work? If not - what did you learn?
Ask your teacher or family member to assistance.

Common computer problems and potential solutions

1- Problem: Computer slows down when opening an app

-Solutions:

- 1- shut down and restart
- 2- check for software updates
- 3- Delete unwanted apps.



2- Problem: Browser running slow.

- Solutions:

- 1- Check Wi-Fi signal
- 2- make sure to update the apps on your device



3- Problem: No internet connection

- Solutions:

- 1- Use the software to troubleshoot your Wi-Fi connection
- 2- check that the router is connected.
- 3- Restart your router.
- 4- Try an Ethernet cable.
- 5- contact the customer service of your ISP for help.



4- Problem: Slow to download.

• Solutions:

- 1- Restart computer and router.
- 2- Check internet speed.



Homework (4)

Q.1: Choose the correct answer:

- 1- Steps sorted logically to solve problems is
(Overload - Troubleshooting - Update - Problem)
- 2- Program is not working. The solution is
(Restart the computer - Close and reopen the application - Uninstall the program - Try another application)
- 3- No internet connection, the solution is
(Restart the computer - Restart the router - Check Ethernet cable - all of them)
- 4- Slow downloading the solution is
(Remove the search engine - Check search engine last updates -Refresh the page - restart the computer and router)

Q.2: Match from column (A) what match with column (B):

1- Computer is slow	A- Check the Wi-Fi connection and make sure the browser is updates. (.....)
2-Search engine is slow	B- Try Ethernet cable or restart the router. (.....)
3-No internet connection	C- Restart the computer and the router, then check the internet speed or call your ISP. (.....)
4-Downloading is slow	D- Restart the computer, check applications last updates, and remove useless programs. (.....)

Lesson (5)

Digital file management

Today's information is available everywhere, so how can we store and save it?

Store and share information with **Flash Memory**.



Use the images **scanner** and save them for later use.



QR code



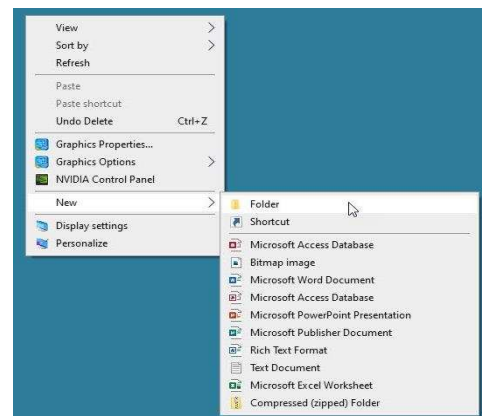
H.D.D



Files management

- Create the main folder

- 1- **Right click** on the mouse anywhere on the screen at the place you want to put the folder.
- 2- Choose from the drop-down menu, '**New**'.
Choose the order '**Folder**'.



- Adding sub-folder

- 1- Go inside the main folder
- 2- After being inside the main folder, **right-click** on the mouse anywhere inside the folder.
- 3- Choose "**New**" then "**Folder**".
- 4- New sub-folder will appear inside the main folder.



- Put title for each folder or file

- 1- **Right click** on the folder or file icon.
- 2- Choose '**rename**', type the **new name** and press '**enter**'.

It is preferred to put a suitable name for each folder, for example, 'music' for music folder, the 'picture' for picture folder, etc....

Homework (5)

Q.1: Choose the correct answer:

- 1- To change the name of the folder, choose from the list.
(Rename - Delete - Update - New)
- 2- To create a folder, choose from the list.
(Delete - Copy - Rename - New)
- 3- To remove a file from the computer, choose from the list.
(Rename - New - Delete - Create)

Q.2: Put (✓) to the correct statement and (X) to the wrong statement:

- 1- You can't change the folder name once you've created it. ()
- 2- You can't change the file name once you've created it. ()
- 3- To create a folder, you choose delete from the drop list menu. ()
- 4- To create a folder, choose new from the drop-down menu. ()

Lesson (6)

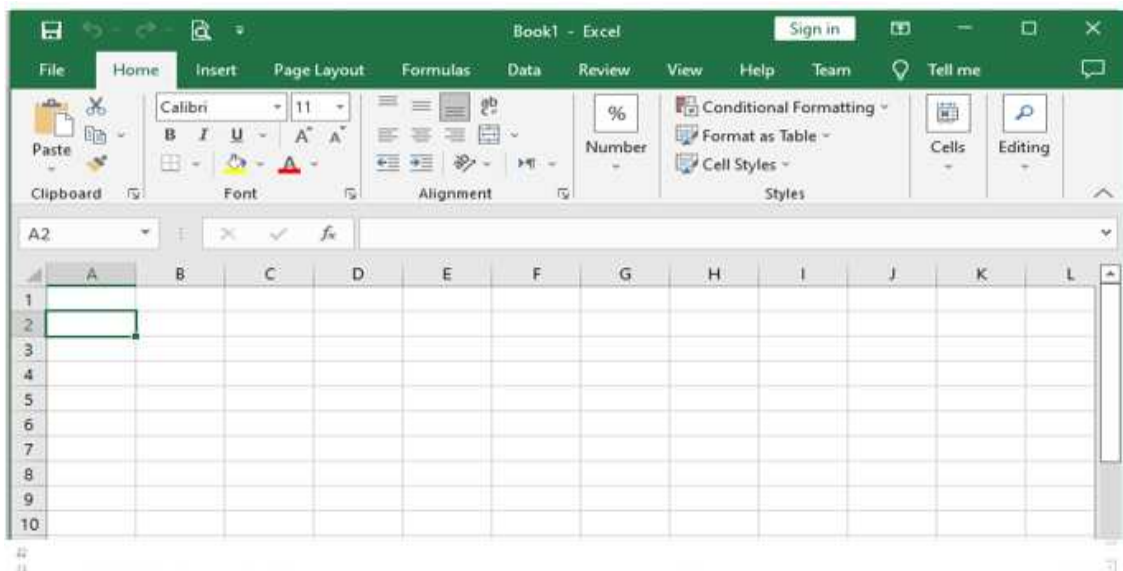
Sharing information

Communicating with ICT tools

When sharing information online, you must decide which information should be shared using an intranet network or the internet.

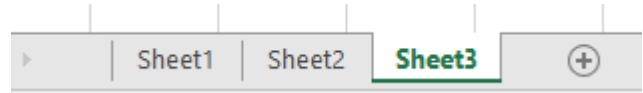
Internet	An intranet
is used to share over the web and is less secure.	is used to share in a closed network and is more secure.

Microsoft Excel



- Microsoft Excel: Program created by Microsoft and it's about worksheets.

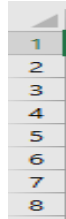
- Sheet is made of [Columns] and [Rows], and the intersection result between them is called [Cells].



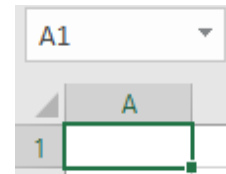
Column title: each column has **title is a letter** of alphabet appears **above** each column.



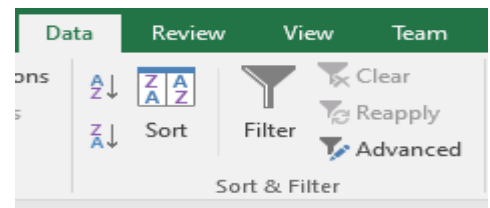
Row title: each row has a **title is a number** appears on the **left** side of row.



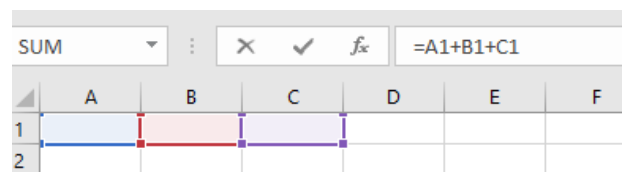
Cell title: each cell has a title, made from the intersection result as **the [column name] and [row number]**.



- **Sorting** info in alphabetical order: Go to the **toolbar** and click on **Data** then click on **Sort**.
- You **can set formulas** in cells to **add (+)**, **subtract (-)**, **multiply (x)**, or **divide (/)**.
- **Click on** the cell you want to set a formula. Type **"=**".
This tells Excel you are creating a formula.
- Decide which cells are in your formula.



Formula example: (= A1+ B1+ C1), this formula will calculate for 'row 1', and ' 3 columns [A, B, C]. Formula example:
(= A1 + B1 + C1).



Homework (6)

Q.1: Put (✓) Or (X):

- 1-To start a formula, you need to type (=) inside the cell. ()
- 2- Excel is used to deal with mathematic operations. ()
- 3- Excel is used to create presentations to display information for people. ()
- 4- PowerPoint contains formulas and functions that help do mathematical operations. ()

Q.2: Complete using words between brackets:

[Internet - Intranet - Sheet - Column title - Row title - Cell - Formula - Sorting]

1. is a title that is a number on the left side.
2. is a title that is a letter above it.
3. is used to share information using WWW and less secure
4. is the page you can work inside excel file and create data
5. is an intersection result between column and row
6. is used to share information among small area and more secure
7. is a method used to rank items inside sheet

Theme 2

Lesson (1)

Protecting ourselves and our information

❖ **Objectives:** By the end of the lesson, I will be able to:

- Describe the importance of protecting personal information.
- Describe the importance of backing up data.
- Explain ways to protect personal information and data.

Protecting Your Personal Data

Personal information

- Personal information includes your **name**, **address**, **date of birth**, and **passwords**. »
- Personal information is called Personally Identifiable Information (PII).

Hackers can:

- 1- Use the internet to break into a computer system and steal **personal information**.
- 2- Use your **e-mail address and password** to send a **virus** to all the e-mail addresses in your e-mail account.
- 3- use an **adult's bank account number** to take money from that account.



There Are Many Ways You Can Keep [Your \(PII\) Safe](#):

- 1- **Limit the personal information** you share online.
- 2- **Don't sign up** for a website if it asks for too much personal information.
- 3- Use **different strong passwords** that:
 - a. contains **letters**, **numbers**, and **special signs**.
 - b. is **different** for each website you sign up for, because if your password is discovered, a hacker will access everything.
- 4- Use **antivirus software** on all of your devices.
- 5- **Update your devices** regularly, the updates include changes that keep your data safe.

Lost files:

You should also know how to protect the **files** that you create or store on a device from **viruses**, **software problems**, or **human errors**, such as dropping and breaking your laptop.

There Are Several Ways to Back up Your Data:

- 1- You can use some **apps** and **software programs** that back up data automatically.
- 2- You can use **a data-storage device** that you attach to your computer, such as:

a. Flash memory



b. External hard drive



- This is called **a hybrid backup**, and it is a **safer** way to back up and store files.
- The **hard disk** has **more space** than the **flash memory**, but it may also be used for the **same purpose**.
- **An external hard disk drive** is one of the accessories that you can use to save your files securely, and backup copies of your files that are important and private to you to **prevent the possibility of losing them on your device**.

Homework (1)

Q.1: Choose the correct answer:

- 1) use the internet to break into your computer to steal your information.
a. Programmers b. Hackers c. Thieves
- 2) information includes your name, address, and passwords.
a. Internet b. Public c. Personal
- 3) To keep your data safe, use programs on all your devices.
a. social media b. anti-virus c. browser
- 4) Passwords must be for each website you register on.
a. different b. weak c. similar
- 5) is considered a strong password.
a. Ahmed123 b. abcd895 c. Ac#258#h

Q.2: Put (✓) or (X):

- 1) Hackers can steal your personal information without using the internet. ()
- 2) Hackers can use the bank account number of an adult to take money
from that account. ()
- 3) We must try to limit the personal information we share online. ()
- 4) Hackers can send a virus to all the email addresses in your e-mail. ()
- 5) Websites that ask for too much personal information are safe. ()

Lesson (2)

Password security

❖ **Objectives:** By the end of the lesson, I will be able to:

- Understand the importance of password protection.
- Explain the purpose of a password manager.
- Discuss how to use multifactor authentication to protect your data and accounts.

Reasons to Protect Your Passwords:

➤ There are many ways hackers can get your password. One way is called **phishing**.

Phishing: It is sending a message via **e-mail** or **social media** applications that looks real but isn't.

Types of phishing scam:

- 1) A message which says that you have won a prize, but you have to give your bank account details to get the prize.
- 2) Another encourages you to act quickly.



When an attachment or a file is opened:

Data-stealing software is installed on the person's computer, or the user is asked to enter sensitive information, such as **bank account details**.

Ways of identifying phishing messages:

1. Messages include **misspelled words**, and **grammar errors**.
2. Messages include **requests for too much personal data**.

➤ **Smishing** is the same thing, but it is a text message instead of an e-mail.

To protect your personal data from hackers, you need:



1) Password managers

- It creates a strong and unique password for each of your accounts.
- It tells you if the passwords you already have are too weak or if you've reused them.
- It can tell you if one of your passwords has been stolen online.

2- Multi-factor authentication (MFA):

This means you provide at least two ways of identifying yourself, such as:

- 1- A password or PIN (personal identification number),
- 2- A factor you have, such as an e-mail or a one-time code.



Example (1): You might enter your password on a game website:

- You receive a text verifying you are signing on to the site, and you won't be able to enter the website unless you complete the two factors.
- This means hackers who access your online passwords through data breaches or phishing attacks can't access your accounts because they don't have the second factor.

Example (2): When you try to log into the game website on a different PC to your usual PC:

- This message asks you to confirm that you are the person who owns the e-mail address that you are logging in as.
- The text message will include a number code that:
 - Gives you access to your account.
 - is specified for a short period.
 - is specified for one time only.

Homework (2)

Q.1: Choose the correct answer:

- 1- is sending a fake message via e-mail or social media applications that looks real.
- a. Smashing b. Phishing c. Virus
- 2- When you open scam message attachments, data-stealing software is on your PC.
- a. updated b. deleted c. installed
- 3- Phishing messages can be identified by containing
- a. trusted information
b. spelling errors
c. accurate information

Q.2: Put (✓) or (X):

- 1- Phishing is a way that hackers use to get your password. ()
- 2- Phishing is a text message that looks real, but isn't. ()
- 3- A form of phishing is a message telling you that you have won a prize, but you have to give personal details. ()
- 4- Phishing messages cannot be recognized. ()
- 5- It is not necessary to create strong passwords to protect Your personal data. ()

Lesson (3)

How to deal with fake websites

Scam websites:

These websites can be phishing websites presenting fake situations that try to get your information.

Examples of Scam Websites:

- 1- **Online Shopping Sites**, they never send you the correct items you bought.
- 2- **Scareware Websites**, they say your computer has a problem, and you need to download something
- 3- **Sweepstakes** Scam that offers you a prize that never comes.

How do scam websites operate?

All of these phishing sites operate on the same principles.

- **First, they try to bait you.** They want you to get excited or draw your attention to the site.
- **Next, they try to compromise your privacy** by getting your personal information or by getting access to your device.



- Finally, they **exploit** the information they have gained about you in a bad way to hack your device to make themselves money.



Important Note:

- Each time it will look different, but all scam websites follow these basic principles.

How to avoid scam websites?

- Check that the **URL** (Uniform Resource Locator) of the website is credible.
- Check for **misspelling** or **bad grammar**, a reliable source will be well-written, with almost no mistakes.
- Do a search online to see if it is a known scam.

If something doesn't look right, it most likely is a scam website.

If you are a victim of a scam website:

- 1- **Report it** tell a trusted adult like your parents or teacher.
- 2- You can also **contact** the child helpline or the general department for combating internet crimes.
- 3- **Report the scam website** to the service provider, the E-commerce store, and you bank, with the help of your teacher or family member.

Dissecting the URL

- All URLs are made up of three main parts:
 - 1- The protocol
 - 2- The resource name
 - 3- The file path.
- You should understand the different parts of a URL, so you can spot something that doesn't look right.

https://www.ekb.com/index.html		
PROTOCOL	RESOURCE NAME	FILE-PATH
A URL starts with the protocol		The last part of the URL.
This determines how the information will be transferred.	Is the web server, or site, being requested and shows who own that space.	This identifies the specific resource the link is giving you.
Includes http, https.	It often ends with .com, .net, .org, .gov, or .edu.	

Homework (3)

Q.1: Choose the correct answer:

- 1-sites contain fake situations in an attempt to steal your data.
 - a. Trusted
 - b. Scam
 - c. Reliable
- 2- To avoid fake situations of websites, you must check the
 - a. spelling errors
 - b. spelling accuracy
 - c. reliable content
- 3- offer you a prize that you never get.
 - a. Online shopping sites
 - b. Scareware websites
 - c. Sweepstakes
- 4-contain fake warnings that you need to download a program.
 - a. Online shopping sites
 - b. Scareware websites
 - c. Sweepstakes

Q.2: Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1- The protocol	a. shows who own that space.
2- The resource name	b. identifies the specific resource the link is giving you access to.
3- The file path	c. determines how the information will (8 be transferred.

1)..... 2) 3)

Lesson (4)

Intellectual property rights

❖ **Objectives:** By the end of the lesson, I will be able to:

- Understand what copyright means.
- Respects the law when using. Information, devices, and networks.
- Identify when I need to attribute a creator's work

Online Content

- It might be tempting to take the content you see online and copy and paste it into your school report, but the copyright law protects printed **content** and **digital content**. Copyright gives creators legal protection for the things they create.

Copyright ©

- The international symbol for copyright is (letter **C** with a circle around it).

Copyright protects:

(Books-Images-Music-Movies-Games-Computer software-Websites)

- The copyright for a website is usually at the **bottom** of the home page.



Examples of Using Copyrighted Content:

- Downloading a TV episode on YouTube.
- Using someone else's artwork on your social media account.

When you use copyrighted content:

1. You should respect the creator's work and use it fairly.
2. You should ask for permission to use it.
- 3 Attribute it or give credit to the creator.

Creative works (commons) that are not covered by copyrights:

- 1) Public domain.
- 2) Facts.
- 3) Discoveries.
- 4) Official documents such as laws.
- 5) In Egypt, creative works enter the public domain **50 years** after the creator of the work dies.

➤ **Are there sources on the internet that do not fall under copyrights?**

Creative Commons Reuse License

This means the creator has given permission for their work to be used anytime and anywhere.



If you are searching for free images online.

- You can filter your results to show only images with this license.

Public Domain Includes all creative works not covered by copyright law.

Written Content During writing a research paper. You should only use a small part of someone's writing (few words or a few sentences).

There are two ways to use the writings of others:

- 1) The first is to use the **exact words** as they are without change.
 - 2) The second is to **paraphrase ideas** in your own style.
- In both cases, you must mention the names of the writers.

Images They are also protected by copyright.

When you use an image, you must include:

- 1) The title
 - 2) The artist or photographer's name
 - 3) A link to the original image
 - 4) What kind of copyright it is protected by
- If you don't want to get permission or buy photos, you can create or take your own photos instead.



Homework (4)

Q.1: Choose the correct answer:

- 1- The international symbol for copyright is the letter with a circle around it.
a. R b. S c. C
- 2- The copyright for a website is usually at theof the home page.
a. bottom b. top c. middle
- 3- Copyright protects all the following things, except
a. books b. websites c. discoveries
- 4- Creative works that are not covered by copyright are
a. websites b. public domain c. copyrights
- 5- When you want to use an image, you must mention the photographer's
a. name b. address c. number

Q.2: Put (√) or (X):

- 1- Copyright law protects both printed and digital content. ()
- 2- Copyrights do not protect the photographs of a photographer. ()
- 3- Copyright for a website is usually at the top of the home page. ()
- 4- It is not necessary to ask permission before using any copyrighted content. ()

Lesson (5)

Using digital sources

Use reliable sources

During searching, there are steps you should think about:

- ✓ Identifying **reliable digital sources** to accomplish your research tasks.
- ✓ Going to the site, you want by typing the **URL** in the search engine.

URL is the abbreviation of "Uniform Resource Locator"

- Asking your teacher or a family member for help while browsing a site for the first time.
- Following the sites recommended by your teacher or school, such as the **Egyptian Knowledge Bank**.
- These websites are often stored on a bookmark bar in your browser.



Facts and Opinions



Facts	Opinions
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1- They are based on come from research and observation .	1-They are based on someone's views and experiences.
2- They can be proven.	2-They cannot be proven.
3- They can be debated	3-They cannot be debated.
4- This is true for everyone.	4-They is not true for everyone

Using multiple sources and facts

- 1- It's a good decision to use multiple sources in your research.
- 2- This helps make sure you know all the important facts about a topic.
- 3- Following copyright rules and laws is also a good decision.

If two online sources have

the same information	different information
➤ It often means that the facts are true.	➤ Double-check that both sites are reliable.
➤ Write notes for the first source.	➤ make sure the information is based on facts instead of opinions.
➤ Then, scan the next source for additional facts to add to your notes.	

Online Sources

1) Maps, graphs, infographics, and charts:

- If you need facts that can be measured.

2) Pictures and videos:

- They can also be reliable sources.
- They sometimes help us in acquiring the information while watching it, better than just reading words.

3) Archives and databases: They can also be reliable sources.

- They include books, articles, diaries, letters, and photographs.



Homework (5)

Q.1: Choose the correct answer:

- 1) You can go to the site you want by typing the in the search engine.
a. e-mail b. URL c. text message
- 2) You can store suggested websites in the bar in your browser.
a. tools b. bookmark c. task
- 3) is an example of websites that your teacher or school might suggest for you to find trusted websites.
a. Wiki b. Social media c. Egyptian Knowledge Bank
- 4) result from research and observation, they can be proven.
a. Opinions b. Facts c. Lies

Q.2: Complete the missing parts using the words between the brackets:

(URL - Opinions - Computers - Facts- Pictures - Books)

- 1) help us to store and transfer data and information.
- 2) come from research and observation.
- 3) are based on someone's views and experiences
- 4) You can type the in the search engine.
- 5) help us in acquiring the information through watching it better than just reading.

Lesson (6)

Documenting information appropriately

- Which do you prefer, taking notes on paper or using computer software? Why?

Taking Notes

- You have to write your research paper in your own words, **taking notes** in your own words makes this process easier.
- Add the **URL** and the **author's name** at the top of your notes.
- Reread each note.
- If information is **missing**, return to the source and find the missing information.
- When an author's words are important or unforgettable, use **quotation marks** " " to add those exact words to your notes.

Paraphrasing

- When you paraphrase, use your own words to explain the ideas of the author.

Paraphrasing

- 1) Change some of the vocabulary words.
- 2) Change the order of the ideas.
- 3) Build the sentence structure.
- 4) Show respect for the author's work.

Paraphrasing



Using Quotes

- Quotes support your ideas and arguments.

When you include a quote,

- You state **where** the quote came from and **why** you are using it.
- You can use **sentence starters** to share this information.

When you cite a source, you should use the following method:

- Put the citations in alphabetical order by the author's last name or the title of the article.
- If there is no author, then write the source, the date, and the URL
 - Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, <https://arab.news/pwhre>.

For a YouTube video:

- Use the uploader as the author, the date, the video title followed by the word "video", the site name, and the URL.
- RTV, 2019. Very Nile video. YouTube,
https://www.youtube.com/watch?v=yH5SVIgN_gY

Homework (6)

Q.1: Choose the correct answer:

- 1- If some information is missing in your research, you can return to the
a. summary b. source c. presentation
- 2- You must add the URL and the author's name at the of your
a. Top b. middle c. end
- 3- You can use to write the author's important sayings.
a. bold font b. underline c. quotation marks
- 4- You have to show your respect for the author's work by his text.
a. deleting b. copying c. paraphrasing
- 5- You should include your in the end of your research.
a. content b. citation c. sources

Q.2: Put (✓) or (X):

- 1) Use quotation marks to add the important author's words. ()
- 2) You must add the URL and the author's name at the end of your notes. ()
- 3) To find the missing information in a research paper, look for it in another source. ()
- 4) Vocabulary or sentence structure cannot be changed when paraphrasing a text. ()

موقع الدكتور محمد رزق التعليمي



امسح الباركود بالموبيل لتثبيت
التطبيق وتحميل كل الملازم مجاناً وبسرعة



حمل التطبيق الآن



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ملازم ثانوي



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ملازم ابتدائي



موقع الدكتور محمد رزق
Dr. Mo. RIZK



D.M.RAZK

موقع الدكتور محمد رزق معلم الكيمياء التعليمي